

## MILPERSMAN 1320-140

### PERMANENT CHANGE OF STATION TRANSFER ORDERS (PCSTO) REPORTING POLICY

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Governing Directives	NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909J, Enlisted Transfer Manual DFAS DJMS Procedures Training Guide (DFAS PTG) Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 1000.23B BUPERSINST 1610.10
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#### 1. Policy

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definition of terms and other procedures for processing orders of officers are found in NAVPERS 15559B, chapter 2. Detaching and reporting endorsement procedures are found in DFAS PTG.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, in addition to proceed time, travel time is allowed under applicable directives. Definition of terms and other procedures for processing orders of enlisted personnel are found in NAVPERS 15909G. Detaching and reporting endorsement procedures are found in DFAS PTG.

#### 2. Review of Orders Upon Arrival

a. Each command to which a member reports for temporary duty (TEM DU) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived

prior to the time required to commence the TEMDU directed by the orders.

b. If the member arrived prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date or, of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TEMDU directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TEMDU directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and Joint Federal Travel Regulation (JFTR), para. M3050-2-1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TEMDU station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority. (MILPERSMAN 1320-080, concerning orders authorizing travel with or without reimbursement, specifies acceptable reasons for early detachment and appropriate endorsements on permanent change of duty station (PCS) orders involving TEMDU en route to a new permanent duty station.)

d. The member's CO, or specified senior naval command, will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

### 3. Contents of Orders

a. In time of peace, to facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate except where, within the knowledge of the command preparing orders or endorsements, such information would disclose a classified location.

b. Member's orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for their "personnel accounting support." The PASS office will perform all functions specified in OPNAVINST 1000.23B.

4. **Administrative Commander Responsibilities.** The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for duty will also be their administrative command; however, when a member's orders direct them to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other government agencies, foreign governments, etc.) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include (but are not limited to) one or more of the following:

a. Keeping service and pay records, processing PCS orders and leave accounting. (For administrative commands supported by PASS for either personnel or pay or both, the above functions, as appropriate, will be performed by the supporting Personnel Support Detachment (PERSUPPDET) per OPNAVINST 1000.23B.)

b. Preparing and keeping necessary reports and forms, complete and current, pertaining to the member. (For administrative commands supported by PASS, the servicing PERSUPPDET will prepare and keep certain reports and forms per OPNAVINST 1000.23B.)

c. Personnel Accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per BUPERSINST 1610.10.

e. Performance and military discipline functions, as applicable.

f. Providing funding for TEMADD travel (e.g., emergency leave, hospitalization, etc.) and preparing TEMADD travel orders.

g. Providing a means of official communication in matter of a uni-services nature.